

**SOUTH CAROLINA DEPARTMENT OF EDUCATION
OFFICE OF CAREER AND TECHNOLOGY EDUCATION**

**GUIDELINES FOR CAREER AND TECHNOLOGY EDUCATION
WORK-BASED CERTIFICATION**

I. Purpose

The purpose of these guidelines is to provide information and details for the certification of certain Career and Technology Education teachers. The level of certification is determined by the applicant's formal education and work experiences and the degree to which those education and work experiences are appropriate to the area of certification. The requirements for achieving these levels appear in Appendix A.

The certification areas impacted by these guidelines include:

- Engineering and Industrial Technology Education-all areas
- Health Science Technology-all areas
- Family and Consumer Sciences
 - Clothing Design and Construction Services
 - Culinary Arts
 - Child Care Services
- Hospitality and Tourism
- Information Technology
 - Networking
 - Computer Programming

II. Legal Reference

These guidelines define provisions of Regulation R. 43-63, Requirements for Career and Technology Education Work-Based Certification, effective October 1, 2002.

III. Eligibility Criteria

A valid South Carolina teaching certificate is required for each individual employed to teach the disciplines covered by these guidelines. The applicant must meet all requirements for certification that are in effect on the date of receipt of all required documents by the Office of Teacher Certification, Division of Teacher Quality (July 1 – June 30). The applicant has the responsibility of providing accurate and complete documentation of eligibility.

- A. Age Requirement: A person must be at least 18 years of age before making application for a teaching certificate.

- B. Application Form: A completed certification application on a South Carolina Department of Education form must be submitted.
- C. FBI Fingerprint Check: An applicant must have undergone a criminal records check by the South Carolina Law Enforcement Division and a national crime records check supported by fingerprints conducted by the Federal Bureau of Investigation within eighteen months of applying for teacher certification. Eligible applicants who have prior arrest and/or convictions must undergo a review by the South Carolina Board of Education and be approved before a certificate may be issued. Background checks from other states or agencies are not transferable to South Carolina.
- D. Application and Evaluation Fee: A nonrefundable fee for the evaluation and processing of each application must be remitted.

IV. Types of Certificates

A. Induction Certificate

An induction certificate is valid for one year and may be renewed for one additional year. In order to qualify for an induction certificate, the applicant must:

- a. Submit verification of work experience in all areas in which the applicant requests certification. At least twelve (12) months of full-time work experience in the certificate area must have been completed within five (5) years of making application for certification. Work experience completed while in the armed forces may be validated by providing official military documents certified as true copies by a notary public;
 - i. Part-time work experience may be used to meet up to fifty (50) percent of the work experience requirements for any level of certification.
- b. Two references from persons having firsthand knowledge of the applicant's technical experience (form available); and
- c. An official verification of all formal education
 - i. A notarized copy of the applicant's high school diploma or State High School Equivalency Certificate;
 - ii. Official transcripts of any college or technical college credit. Each transcript must bear the official seal of the institution, the signature of the designated official, the type of degree earned, if any, and the date awarded. Only official transcripts will be accepted for certification purposes. Electronically transmitted transcripts from the individual college will be accepted as the technology becomes available in the South Carolina Department of Education; and
 - iii. Copies of certificate of completion of any industry-sponsored training sent directly from the sponsoring agency or company.

- d. Verification of employment as a full- or part-time teacher in a South Carolina public school.

In order to renew an induction certificate, a teacher must:

- a. Successfully complete Pre-Service/In-Service Institute #1 – Methods of Teaching.
- b. Successfully complete In-Service Institute #2 – Classroom and Lab Management.
- c. Take the basic skills examination approved by the South Carolina Board of Education.

B. Pre-Professional Certificate

A pre-professional certificate is valid for up to three years and is not renewable. In order to advance to a pre-professional certificate, the teacher must complete the following:

- a. Competency Examination: Successful validation of skill competencies (e.g., state or nationally recognized certification, licensure, or registration) on an examination(s) approved by the South Carolina Board of Education is required for issuance of the pre-professional certificate. (See Appendices B-F.)
- b. Performance Evaluation: Demonstrate competency in teaching as specified by the formal evaluation approved by the South Carolina Board of Education (ADEPT – R. 205.1)
- c. Successfully complete In-Service Institute #3 – Curriculum.
- d. Successfully complete In-Service Institute #4 – Assessment.

C. Professional Certificate

In order to advance to a professional certificate, the teacher must complete the following:

- a. Basic Skills Examination: Attain at least the minimum qualifying score on the basic skills examination approved by the South Carolina Board of Education.
- b. Education Coursework: Successfully complete six semester hours of approved professional education courses. A list of approved courses is available from the Division of Teacher Quality, South Carolina Department of Education. In lieu of the approved course list, a school district may request from the Division of Teacher Quality approval to allow work-based teachers to complete alternative courses appropriate to their professional development needs as determined by their formal performance evaluation.

A professional certificate is valid for five years and is renewable every five years upon completion of necessary coursework or activities to renew the certificate.

D. Out-of-State Candidates

Out-of-state candidates holding valid, standard certificates from other states and have twenty-seven months or more of successful teaching experience will be issued a pre-professional certificate. Out-of-state candidates holding valid, standard certificates from other states with less than twenty-seven months of experience will be issued an induction certificate.

E. Certification for Individuals with Unique Occupational Training and Experience for Which There is No Competency Examination

Applications for certification will be allowed in cases of new and innovative programs providing the following criteria are met:

- a. A bachelor's degree from a regionally accredited college or university in the area that the certification is requested and at least one year of related work experience in the area that the certification is requested.
- b. Documentation of outstanding achievements related to the area of assignment, which could be used to verify competence in the field.
- c. The school district must submit documentation of the need based on a local needs assessment for the new program for which certification is sought.

F. Employment of Individuals with Industry Certified Career and Technology Education Training and Experience

- a. School districts may request a temporary certificate for individuals who meet the criteria listed below. The temporary certificate is valid for one year and may be renewed one time. The temporary certificate is nontransferable to another district. After two years, the individual will be required to meet certification requirements as outlined in Regulation 43-63.
 - i. Four years of experience in the area of assignment;
 - ii. Documentation of outstanding achievements related to the area of assignment;
 - iii. FBI Fingerprint Check: An applicant must have undergone a criminal records check by the South Carolina Law Enforcement Division and a national crime records check supported by fingerprints conducted by the Federal Bureau of Investigation within eighteen months of applying for teacher certification. Eligible applicants who have prior arrest and/or convictions must undergo a review by the South Carolina Board of Education and be approved before a certificate

may be issued. Background checks from other states or agencies are not transferable to South Carolina.

- b. School districts shall closely monitor teaching content and techniques utilized by individuals employed under this provision to ensure that appropriate instructional methods are used. The Office of Career and Technology Education will monitor course content.
- c. These certificates will be issued at the corresponding level of educational attainment and/or verified work experience.

G. Certificate Advancement

To advance a credential from one classification to another, the applicant must provide to the Office of Teacher Certification the following:

- a. A written request or submit the form for "Change/Action";
- b. The required documentation that South Carolina Board of Education requirements have been met for certificate advancement, including transcripts; and
- c. The required fee, if any, for advancement of the certificate.

H. Acquiring Additional Areas of Certification

A person who holds a valid South Carolina teaching certificate may request to add additional areas of certification by meeting the following criteria:

- a. Verification of full-time work experience in the area of certification requested;
- b. Two technical references from persons having firsthand knowledge of the applicant's work experience in the area of certification requested; and
- c. Submission of at least the minimum qualifying score on the required competency examination(s).

APPENDIX A: LEVELS OF CERTIFICATION--INITIAL PLACEMENT

Certificates are issued based on level of education and related work experience. Work experience is not calculated as teaching experience.

	Certification Level	Certification Level	Certification Level	Certification Level	Certification Level
	LEVEL III (Bachelor's)	LEVEL II (Bachelor's + 18)	LEVEL I (Master's)	SPECIALIST (Masters + 30)	DOCTORATE (Doctorate)
Education Level	Related Work Experience	Related Work Experience	Related Work Experience	Related Work Experience	Related Work Experience
High School Diploma	4 Years of Related Work Experience	5 Years of Related Work Experience	6 Years of Related Work Experience	NA	NA
30 Semester Hours	3 Years of Related Work Experience	4 Years of Related Work Experience	5 Years of Related Work Experience	NA	NA
60 Semester Hours	2 Years of Related Work Experience	3 Years of Related Work Experience	4 Years of Related Work Experience	NA	NA
90 Semester Hours	1 Year of Related Work Experience	2 Years of Related Work Experience	3 Years of Related Work Experience	NA	NA
Bachelor's Degree	6 Months of Related Work Experience (or internship)	1 Year of Related Work Experience (or internship)	2 Years of Related Work Experience (or internship)	NA	NA
Bachelor's + 18 Hours	NA	6 Months of Related Work Experience (or internship)	1 Year of Related Work Experience (or internship)	NA	NA
Master's Degree	NA	NA	6 Months of Related Work Experience (or internship)	NA	NA
Master's + 30 Hours	NA	NA	NA	6 Months of Related Work Experience (or internship)	NA
Doctorate	NA	NA	NA	NA	6 Months of Related Work Experience (or internship)

APPENDIX B

ENGINEERING AND INDUSTRIAL TECHNOLOGY EDUCATION TEACHER CERTIFICATION GUIDELINES

Appendix B addresses guidelines that are unique and essential for certification of all Engineering and Industrial Technology Education teachers.

I. Requirements

In addition to meeting all requirements of Regulation R. 43-63 and Section III of the Guidelines for Career and Technology Education Work-Based Certification, supplemental requirements for certification of Engineering and Industrial Technology Education teachers are provided.

A. Competency Validation

Teacher candidates must:

- (1) Possess a minimum requirement of a high school diploma and four years of work experience in the area of certification; and
- (2) Pass the respective competency examination (state or national) as adopted by the State Board of Education by the end of the second year of teaching; or possess industry certification in the appropriate area (See Appendix B, Section II). For Cosmetology and Barbering, a notarized copy of the Cosmetic Art Board or Barber Board instructor's license must be included with the application.

B. Basic Skills Validation

Teacher candidates must take the Basic Skills Examination (Praxis I – Pre-professional Skills Test administered by Education Testing Services or WorkKeys Basic Skills Assessment) during their first year of certification. The candidate will have five years to successfully pass the examination. The measurement of basic skills can be attempted as many times as offered through the fifth year of teaching.

II. State and National Competency Examinations

- A. The following competency validation options have been approved by the State Board of Education in the certification areas listed:

<u>Certification Area</u>	<u>Recommended Industry or Municipal Certification/Licensure</u>
Environmental Control Systems	Certification by the Municipal Association of South Carolina (MASC) as a Mechanical or Air-Conditioning Journeyman. OR North American Technical Excellence (NATE) Heating, Ventilating, and Air Conditioning Exam.
Automotive Collision Repair	Certification by the National Institute for Automotive Service Excellence (ASE) as a Master Collision Repair/Refinishing technician.
Automotive Technology	Automotive Service Excellence (ASE) certification as an automotive technician in the areas of Suspension and Steering, Brakes, Electrical/ Electronic Systems, and Engine Performance.
Carpentry	National Center for Construction Education and Research (NCCER) National Craft Assessment certification as an Industrial or Framing Carpenter.
Electricity	National Center for Construction Education and Research (NCCER) National Craft Assessment certification as an Industrial Electrician. OR Municipal Association of South Carolina (MASC) certification as a Journeyman Electrician or a Residential Journeyman Electrician.

Machine Tool Technology	Candidate must attain all seven National Institute for Metalworking Skills (NIMS) Level 1 credentials.
Plumbing	Certification by the Municipal Association of South Carolina (MASC) as a Journeyman Plumber.
Sheet Metal	Certification by the Municipal Association of South Carolina (MASC) as a Sheet Metal Journeyman.
Welding	American Welding Society (AWS) certification as a Certified Welder or a Certified Welding Educator.

- B. Additional competency validation options will be added as approvals are received.

Appendix C

FAMILY AND CONSUMER SCIENCES EDUCATION TEACHER CERTIFICATION GUIDELINES (NON-BACCALAUREATE)

Appendix C addresses guidelines that are unique and essential for certification of Family and Consumer Sciences teachers of courses covered in the guidelines.

I. Requirements

In addition to meeting all requirements of Regulation R. 43-63 and Section III of the Guidelines for Career and Technology Education Work-Based Certification, supplemental requirements for certification of Family and Consumer Sciences Education (Non-Baccalaureate) teachers are provided. The areas of certification affected by these Guidelines are Clothing Design and Construction Services, Culinary Arts, and Child Care Services.

A. Competency Validation

Teacher candidates must:

- (1) Possess a minimum of an associate's degree related to a Family and Consumer Sciences Education specialty area from a regionally accredited institution of higher education; and
- (2) Possess a minimum of two years of work experience in the area of certification; and
- (3) Pass the competency exam (state or national) by the end of the second year of teaching.

B. Basic Skills Validation

Teacher candidates must take the Praxis I examination during the first year of induction certification. The candidate will have five years to successfully pass the examination. The measurement of basic skills can be attempted as many times as offered through the fifth year of teaching.

Appendix D

HEALTH SCIENCE TECHNOLOGY TEACHER CERTIFICATION GUIDELINES

Appendix D addresses guidelines that are unique and essential for certification of Health Science Technology teachers.

I. Requirements

In addition to meeting all requirements of Regulation R. 43-63 and Section III of the Guidelines for Career and Technology Education Work-Based Certification, supplemental requirements for certification of Health Science Technology Education teachers are provided.

A. Competency Validation

Teacher candidates must:

- (1) Possess a minimum of an associate's degree as a healthcare professional related to health science from a regionally accredited institution of higher education or approved by the State Board of Education (a diploma graduate of nursing would qualify);
- (2) Maintain an active nationally recognized healthcare professions license, certificate, or registration. The requirements for licensure, certification, or registration must include at least two years of formal education requirements to prepare the healthcare professional; and
- (3) Document minimum employment in healthcare as a licensed, certified, or registered healthcare professional as outlined in Appendix A.

B. Basic Skills Validation

Teacher candidates must take the Praxis I examination during the first year of induction certification. The candidate will have five years to successfully pass the examination. The measurement of basic skills can be attempted as many times as offered through the fifth year of teaching.

Appendix E

HOSPITALITY AND TOURISM TEACHER CERTIFICATION GUIDELINES

Appendix E addresses guidelines that are unique and essential for certification of Hospitality and Tourism teachers.

I. Requirements

In addition to meeting all requirements of Regulation R. 43-63 and Section III of the Guidelines for Career and Technology Education Work-Based Certification, supplemental requirements for certification of Hospitality and Tourism work-based teachers are provided.

A. Competency Validation

Teacher candidates must:

- (1) Possess a minimum of an associate's degree related to the hospitality and tourism industry from a regionally accredited institution of higher education; and
- (2) Document at least two years of full-time work experience in the hospitality and tourism industry; and
- (3) Pass the competency exam (state or national) by the end of the second year of teaching.

B. Basic Skills Validation

Teacher candidates must take the Praxis I examination during the first year of induction certification. The candidate will have five years to successfully pass the examination. The measurement of basic skills may be attempted as many times as offered through the fifth year of teaching.

Appendix F

INFORMATION TECHNOLOGY TEACHER CERTIFICATION GUIDELINES

Appendix F addresses guidelines that are unique and essential for certification of Information Technology teachers only for the courses specifically listed in these guidelines.

I. Requirements

In addition to meeting all requirements of Regulation R. 43-63 and Section III of the Guidelines for Career and Technology Work-Based Certification, supplemental requirements for certification of Information Technology teachers are provided.

A. Competency Validation

Teacher candidates must:

- (1) Possess a minimum of an associate's degree related to the information technology area from a regionally accredited institution of higher education;
- (2) Document at least two years of full-time work experience related to the Information Technology profession; and
- (3) Possess an active, nationally recognized certification in the specialty area of Information Technology.

B. Basic Skills Validation

Teacher candidates must take the Praxis I examination during the first year of induction certification. The candidate will have five years to successfully pass the examination. The measurement of basic skills may be attempted as many times as offered through the fifth year of teaching.